

RTI Press uses [Scholastica](#),* a web-based system used by many peer-reviewed journals, to handle and administer all steps of the submission and peer-review process. RTI editors and designers lead the effort to prepare accepted manuscripts for production.

Through Scholastica, the RTI Press acknowledges receipt of the manuscript and retains the original electronic files. After a brief technical check, the Managing Editor assigns the manuscript to one of the Executive Editors (Editor-in-Chief or Deputy Editor-in-Chief), who in turn assigns the manuscript to an Associate Editor (any member of the RTI Press Editorial Board). The Associate Editor invites peer reviewers. Our review process is single-blinded: Reviewers will know the names of authors, but authors will not know the identities of reviewers unless reviewers waive anonymity.

Peer Review

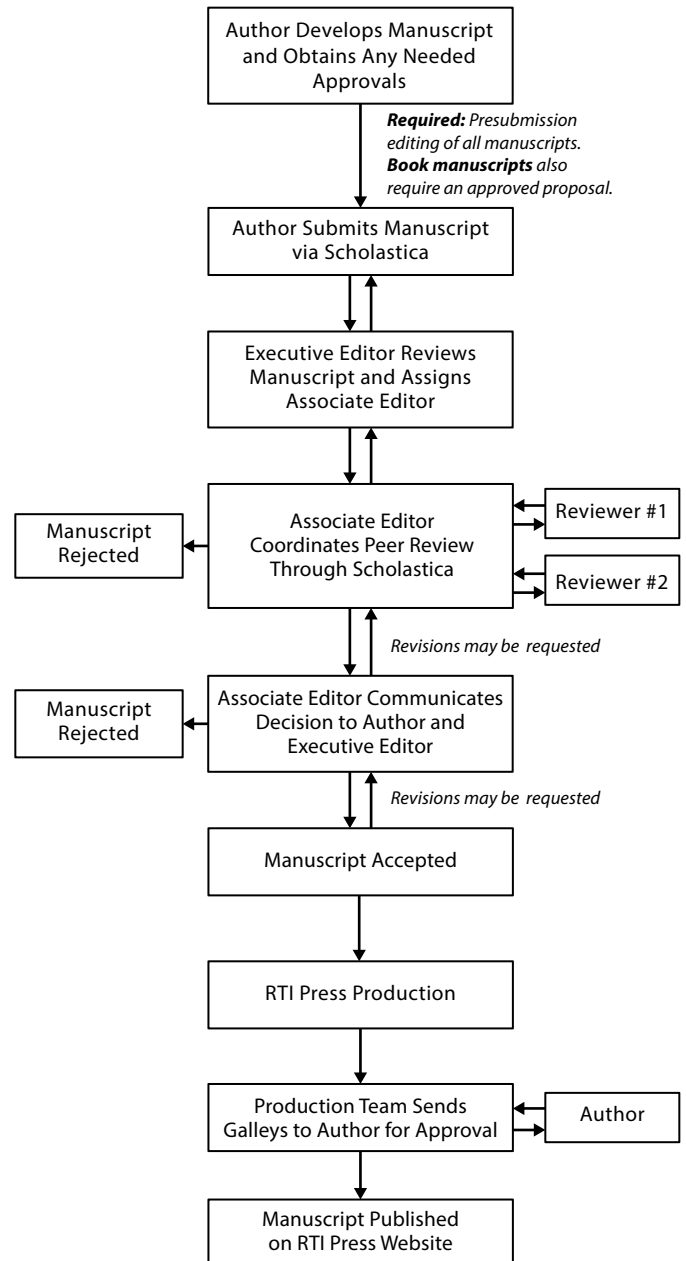
RTI Press publications are stringently peer reviewed. The peer-review process requires at least two formal reviews by experts, who are drawn both from within and from outside RTI. Research Briefs and Policy Briefs require only one peer review. In addition, RTI Press editors (one Associate Editor and one Executive Editor) review all manuscripts. The figure at right summarizes the peer-review process.

Criteria for RTI Press Publications

The basic criteria for final acceptance of publications are as follows:

- Scholarly value, with respect to the fields and audiences for which the publication is intended.
- Acceptable presentation, with respect to the quality of writing, adequacy of tables and figures, and similar requirements
- Appropriate authorship and/or acknowledgments

Basic editorial and peer-review process



* Please note that you must use a Chrome, Firefox, or Safari browser for Scholastica, as the system does not support Internet Explorer.

Authors must also ensure that the following issues have been addressed:

- Client issues, specifically,
 - having formal sponsor approval, if needed (e.g., from federal agencies), in hand at RTI; this includes approvals, if needed, for RTI Press to assert copyright for the publication, and
 - not including client-confidential information.
- Intellectual property issues, with respect to ensuring that the publication does not share proprietary internal knowledge.

In considering these points, authors, Associate Editors, and reviewers are asked to address the following types of questions:

- Does the paper make an important, original contribution to the literature in this field?
- Is the paper understandable either to a broader audience (if that is the intent) or to specialists? If not, how should it be revised?
- Is the paper technically sound (e.g., free of technical, mathematical, logical, study design, or other faults or inconsistencies)? Are the conclusions sound and justified?
- Is there a review of the literature?
 - If yes, is it complete in that it contains all the relevant literature and important developments in the area?
 - If no, should there be one?
- Does the paper contain a “current state-of-the-art” section?
 - If yes, does it adequately summarize the current progress in the area to date?
 - If no, should it?
- Are the references complete and up to date?
- Are all the figures, tables, and references called out in the text? Is the writing clear? Is the English correct? Is the organization appropriate?

Of particular concern for peer review and acceptance are the following considerations:

- Does the work appeal to and is it useful for the designated audience?
- Is the presentation of the information timely and accurate?
- Are the structure and exposition adequate?
- Are the tables and figures useful for the readers?
- Are any subject indices useful and accurate?
- How useful are any specialized elements (e.g., glossary) and are particular details appropriate to the manuscript at hand?

Assessment and Approval by the RTI Press

RTI Press permits a maximum of two rounds of revision and resubmission. If revisions are needed—based on peer reviewers’ recommendations and the Associate Editor’s assessment—the Associate Editor explains in writing the revisions needed and specifies a deadline for revisions. The messages to the author are sent through Editorial Manager. Authors asked to revise manuscripts should upload revised files following the process they used to submit the original submission. On review of a first or second revision, the Associate Editor makes a decision and informs the author and the assigned Executive Editor.

Accepted manuscripts move directly to the Managing Editor for production. Questions from the RTI Press editing or design staff are handled directly with the corresponding author.

For rejected manuscripts, the Associate Editor provides the corresponding author with a written explanation. The authors can resubmit a manuscript, but it will be treated as a completely new submission.

Publishing an RTI Press Manuscript

After a manuscript is accepted, the Managing Editor assumes responsibility for its publication. An RTI Press copy editor will review the manuscript for clarity, consistency, and adherence to RTI Press style, contacting the author if anything is unclear. At this point, no substantive revisions are allowed without approval of a member of the Editorial Board or the Managing Editor. The editor will submit any edits to the author for review.

After the necessary revisions, formatting, and design are completed, the author will be asked to review and approve the pre-publication PDF. Errors will be corrected. Any substantive revisions will need the approval of a member of the Executive Committee.

With the Executive Editor’s approval, the manuscript will be published on the RTI Press website and a DOI assigned.